

Graduate Program of Study Directions for Faculty (MyMSU)

The graduate program of study form in MyMSU is used to report students' degree requirements and make any revisions to their requirements. **A graduate committee must already be approved and on file for the program of study to be open for a student.** Some programs auto-assign a committee, and this is processed on the 15th class day of the students' first term in the program.

Some ideas for best practice:

- Require students meet with their advisor before submitting their program of study;
 - They can review their transcript together and write down classes they have completed for their degree. They still need to add these in the program of study form;
- Make sure they are clear on if they are doing research (590/675/690) or not;
- Make sure they are clear on what, if any, exams or defense are required for their degree (quals are not listed on the program of study form).

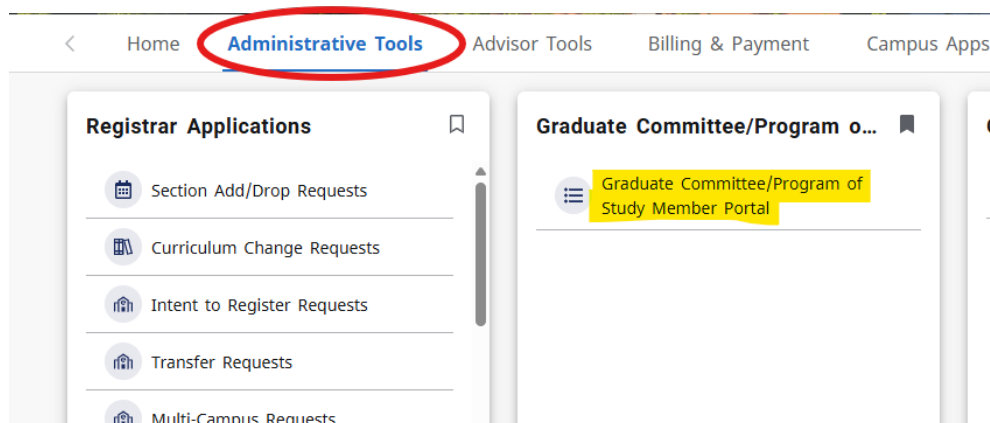
Other notes:

- Graduate School policy is available in the [catalog](#) if your student has questions about course policies
- Students will enter all classes needed for their degree, including ones they've completed, ones they plan to take, and any research credits if applicable
- They won't add "extra" classes not required for their degree, like leveling courses, ACT courses, or electives they take for personal interest
- Recommended courses are fed to the program of study form by DegreeWorks templates (based on the program curriculum in CIM). Students can click to easily add recommended courses to their program of study.
 - Other courses will be typed into a text box, both rubric (e.g. NRSB) and number are required. Please ensure they know what rubric to use and how many credits the course is.
- Students can revise an approved program of study by logging back in and adding/dropping courses. The form will route for approvals with the changes.

Directions:

You will receive an email notification from gradsuccess@montana.edu when there is a program of study for you to review. This email is auto generated but if you reply, you will reach Grad School staff. You can also just log into MyMSU at any time and view any programs of study pending your review.

1. You can click on the direct link in the notification email or log into [MyMSU](#) and navigate to Administrative Tools, then click on the "Graduate Committee/Program of Study Member Portal" link on the Graduate Committee/Program of Study card:



2. You will see any outstanding requests as cards:

Current Member Program of Study Requests

AT

Program of Study Request From [REDACTED]

Requested On: 10/9/2025

Degree

Master

Major

Professional Accountancy

☒

Accept

☐

Decline

3. Click on the card to view the request (it will open to the right). The request pop-up is long and will require a scroll to the courses part. The top portion tells you the student’s major, plan information, status of the request and more.

Program of Study Request Details

Program of Study Request From [REDACTED]

Student Name

[REDACTED]

Department Head

[REDACTED]

Degree

Master

Major

Professional Accountancy

Plan

Non-Research (Non-Thesis) and No Comprehensive Exam

Status

Awaiting approval from members.

Requested On

10/9/2025

Associated Committee

[View](#)

Total Credits

30

400 Level Credits

9

Continued below

Program of Study Request Details



Members

Name	Role	Status
Marc Giullian	Chair	Requested

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Courses

Course Type: Additional			
Course	Plan Term	Credits	Institution
ACTG421 - Data Analytics for Accountants		3	N/A
ACTG441 - Financial Statement Analysis		3	N/A
ACTG514 - Fraud Examination		3	N/A
ACTG521 - Advanced Auditing		3	N/A
ACTG522 - Accounting Analytics		3	N/A
ACTG525 - Acct Thry & Cmplx Issues		3	N/A
ACTG526 - Advanced Taxation		3	N/A
ACTG529 - Research in Accounting		3	N/A
ACTG491 - Special Topics	2023 Summer	3	N/A
ACTG536 - Advanced Accounting		3	N/A
		30	

1 - 10

[More Detail >](#)

You can also click the “More Detail” button for transcript and other info.

4. If you are ready to approve or decline, you will close out of this pop-up window and return to the card:

Current Member Program of Study Requests

Program of Study Request From [Redacted]

Requested On: 10/9/2025

Degree: Master

Major: Professional Accountancy

☒ Accept
 ☐ Decline

5. When you click accept/decline on the request you will receive a final pop-up window that allows you to add an optional text comment. This comment is visible to the student and anyone in the approval queue:

Accept

Comment

☒ Accept

major

industry/management

Sys Eng

☒ Accept
☒ Decline

6. You'll then repeat the review and accept/decline process for any cards in your queue. There will be a mix of committee requests and program of study requests cards. Once open, they look different.

MONTANA

STATE UNIVERSITY

Graduate School Apps

Member Portal

Graduate Committee/Program of Study Requests

Current Member Committee Requests

LR

Graduate Committee Request From

Requested On: 10/9/2025

Reques...

Member

Degree

Doctor of Philosophy

Major

Psychological Science

☒ Accept
☒ Decline

ML

Graduate Committee Request From

Requested On: 10/9/2025

Reques...

Member

Degree

Doctor of Philosophy

Major

Plant Science

☒ Accept
☒ Decline

Current Member Program of Study Requests

AT

Program of Study Request From

Requested On: 10/9/2025

Degree

Master

Major

Professional Accountancy

☒ Accept
☒ Decline

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